

CHILDCARE DIRECTOR

GRADE: 8

FLSA: NON-EXEMPT

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

DESCRIPTION OF DUTIES:

Required to plan, develop and implement age appropriate preschool and school age programs to include cognitive and recreational activities such as crafts, games, creative movement, music to aid in developing motor skills, self-esteem and social interaction in a warm, caring and safe environment. Responsible for supervising aide(s) or volunteer(s) assisting with program; coordinate details of program to ensure a smooth operation of daily activities according to day care licensing regulations; prepare and review lesson plans, maintain accurate records and submit paperwork on time; provide supervision for participants at all times during hours of program; establish and carry out consistent rules and guidelines concerning and handling behavioral problems in a timely manner; notify supervisor of any situations involving an accident or emergency, facility problems, or any problems involving participants, staff, or parents. Responsible for promoting positive public relations and image for the City through appearance, communication, punctuality, etc.

NECESSARY DOCUMENTS:

Infant/Child CPR, first aid, medical report with TB test (done within 6 months of hire date), Criminal Background Clearance for the City of Rockville. Over 21 years of age. Employer documentation of experience.

QUALIFICATIONS/SKILLS:

Infant/Child CPR and first aid required; medical exam required, including tuberculosis test (must have be done within 6 months before starting work. Criminal Background clearance

EXPERIENCE:

Working with children for 800 hours (school age) or 2 years (preschool) in a childcare or recreational setting with the applicable age group.

EDUCATION:

High School diplomas or equivalent, six credits (90 hours) of approved course work focused on applicable age group of children.

DIVISIONS:

Childcare

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